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FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

Edition date

2/11/2003

Author

Data Systems Training and User Support

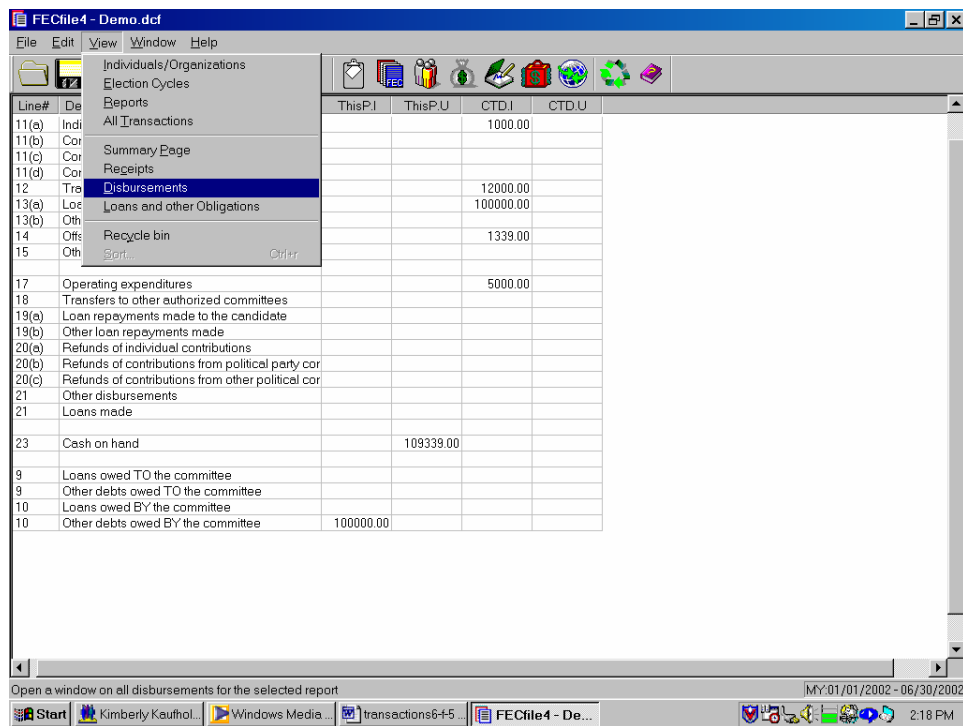
Contact information

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

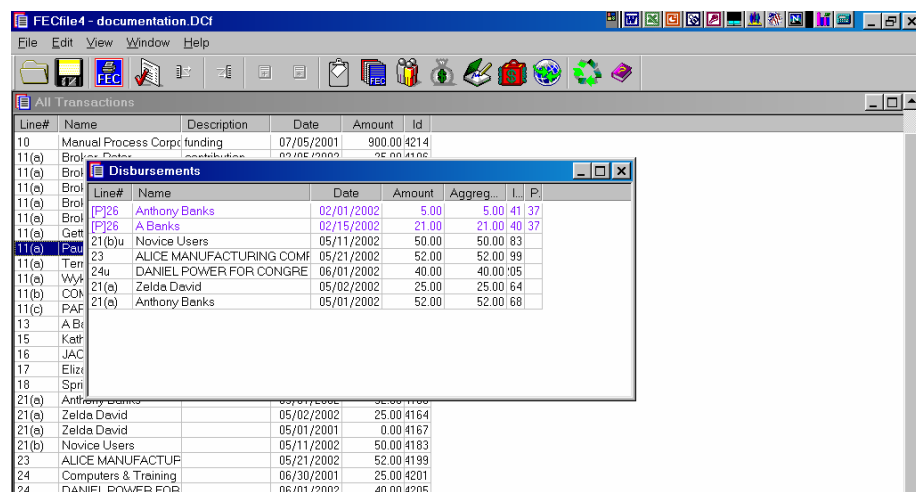
Reports Analysis Division—Reporting Questions

NIC—Technical Questions

Redesignations involving one reporting period



1. From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.



2. The Disbursements dialog box appears. Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option,

dragging across to select redesignate.

3. A dialog box appears. Enter in the name, and select OK. The main Summary page will reflect the change.

Partnership Contributions

FECFile4 - Demo.dcf

File Edit View Window Help

Line#	Description	This P/I	This P/U	CTD I	CTD U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committees			12000.00	
13(a)	Loans received from the candidate			100000.00	
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, reb...			1339.00	
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures			5000.00	
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party cor				
20(c)	Refunds of contributions from other political cor				
21	Other disbursements				
21	Loans made				
23	Cash on hand		109339.00		
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee	100000.00			

Ready MY:01/01/2002 - 06/30/2002

Start Kimberly Kaufhol... Windows Media... transactions6+5... FECfile4 - De...

2:46 PM

1. From the FECFile Summary page, double click on line 11(a).

FECFile4 - Demo.dcf

File Edit View Window Help

Line#	Description	This P/I	This P/U	CTD I	CTD U
11(a)	Individual Contributions			1000.00	
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
11(d)	Contributions from the candidate				
12	Transfers from other authorized committee				
13(a)	Loans received from the candidate				
13(b)	Other loans received				
14	Offsets to operating expenditures (refunds, reb...				
15	Other Receipts (Dividends, Interest, etc.)				
17	Operating expenditures				
18	Transfers to other authorized committees				
19(a)	Loan repayments made to the candidate				
19(b)	Other loan repayments made				
20(a)	Refunds of individual contributions				
20(b)	Refunds of contributions from political party				
20(c)	Refunds of contributions from other politica				
21	Other disbursements				
21	Loans made				
23	Cash on hand				
9	Loans owed TO the committee				
9	Other debts owed TO the committee				
10	Loans owed BY the committee				
10	Other debts owed BY the committee				

Individual Contribution

Name

Date

Amount

In-Kind

Description

Election

Year of Election

Memo

Candidate/Campaign Committee

Allen, Kelly - 34 Main Street...

Computer Users of America - Maple Avenue...

Mark Juniper - ...

Next entry... OK Cancel

Ready MY:01/01/2002 - 06/30/2002

Start Kimberly Kaufhol... Windows Media... transactions6+5... FECfile4 - De...

2:46 PM

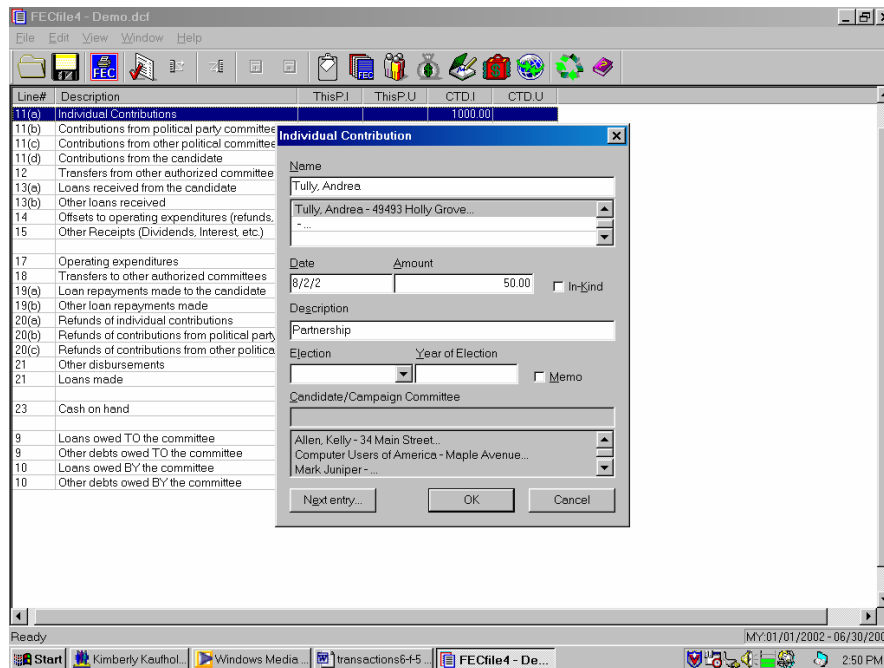
- The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.

The screenshot shows the 'Individual/Organization Information' dialog box in the FECFile4 application. The dialog box is open, and the 'Type' dropdown menu is set to 'Business, Financial Inst., Partnership, Indian Tribe, Other Non-federal Entity'. The 'Last / Business name' field is empty, and the 'FEC ID' field is also empty. The 'First name' field is empty, and the 'Prefix' and 'Suffix' dropdowns are set to 'None'. The 'Address' field is empty, and the 'City', 'State', and 'Zip' fields are also empty. The 'Candidate Information' section includes 'Office', 'State', 'District', and 'Other ID' fields, all of which are empty. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

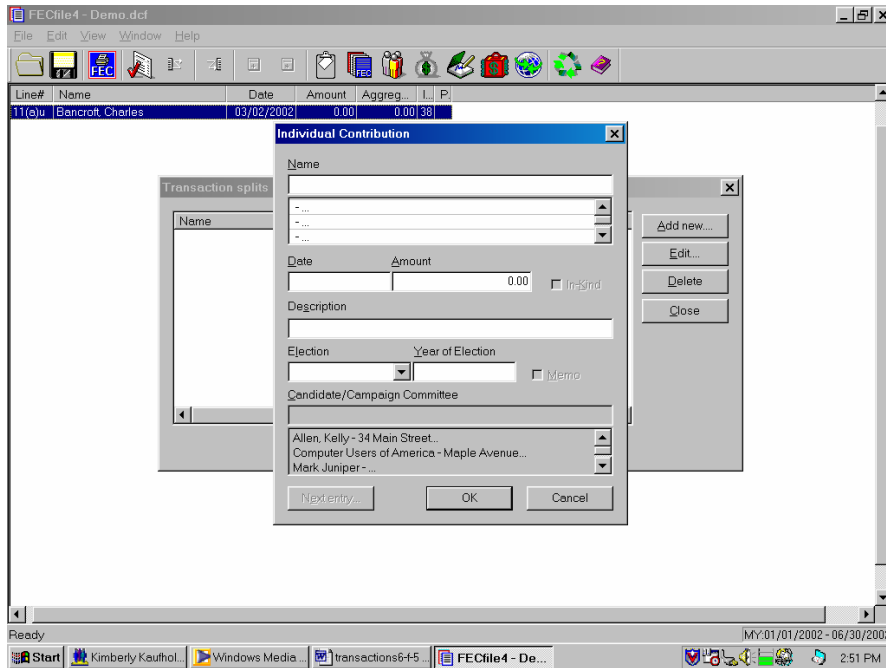
- The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.

The screenshot shows the 'Individual Contribution' dialog box in the FECFile4 application. The dialog box is open, and the 'Name' field is filled with 'Tully, Andrea'. The 'Address' field is filled with 'Tully, Andrea - 49493 Holly Grove...'. The 'Date' field is empty, and the 'Amount' field is filled with '0.00'. The 'Description' field is empty. The 'Election' dropdown is set to 'None', and the 'Year of Election' field is empty. The 'Candidate/Campaign Committee' field is empty. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

4. The Individual contribution dialog box appears. Enter in the date, amount and enter “Partnership” in the text area for the description. Click on OK.



5. Select View from the menu bar, and select Receipts. The Receipts window appears.



6. Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears. Click on Add new, and enter the individual information. Repeat entering additional information as required.
7. Click on close.

Debt Retirement

1. From the FECFile Summary page, double click on line 23.

Line#	Description	ThisPJ	ThisPU	CTDJ	CTDU
6(a)	Cash on hand (Jan. 1)		-730.00		-730.00
11(a)	Individual Contributions				
11(b)	Contributions from political party committee				
11(c)	Contributions from other political committee				
12	Transfers from affiliated/other party commi				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds,				
16	Refunds of contributions made to other fed				
17	Other Federal Receipts (Dividends, Interest				
18	Transfers from Non-federal Account for Joi				
21(a)	Allocable expenditures				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committee				
23	Contributions to other federal candidates a				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party				
28(c)	Refunds of contributions from other political				
29	Other disbursements				
9	Loans owed TO the committee				
9	Other debts owed TO the committee	650.00			
10	Loans owed BY the committee	-721.00			
10	Other debts owed BY the committee	900.00			
H1	Method of allocation for shared expenses				
H2	Allocation ratio for joint activity				

2. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee, and press the Tab key.

Individual/Organization Information

Type ☐ Multi-Candidate committee
 Campaign Committee

Last / Business name FEC ID Lookup...

First name Prefix Suffix

Address

City State Zip

Employer

Candidate Information

Office State District Other ID

OK Cancel

3. The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.

FEC ID lookup

Committee/Candidate Name	C.	C.	C.	C.	Committ.	Other ID
"BACARDI U.S.A. INC. POLITICAL ACTION C...	D	FL			C00160838	
"FRIENDS OF DAVID BISHOP"	H	NY	H	NY	C00356675	H0NY020...
"JITNEY JUNGLE STORES OF AMERICA ...	O	MS			C00136341	
"MUTUAL OF OMAHA CO." (FORMERLY "...	O	NE			C00103572	
"NORTEL NETWORKS INC. POLITICAL AC...	O	TX			C00167827	
"SAINT PAUL PIPEFITTERS/STEAMFIT...	O	MN			C00350843	
'95 CAMPAIGN/P. GEREN	H	TX	H	TX	C00198203	H6TX060...
'98 UNCOMMITTED COMMITTEE	I	NY			C00223271	
'92 CAMPAIGN FOR CLINTON COMMITTEE	I	VA			C00275594	
'96 COYNE FOR CONGRESS	H	OH	H	OH	C00313205	H2OH191...
(LUCKY) COLLINS, CHARLES	H	HI	B	HI	H0HI02160	
(STOLAR PARTNERSHIP FEDERAL POLI...	N	MO			C00352930	
100 BLACK MEN OF NEW JERSEY INC PC...	N	NJ			C00239533	
100% PRO LIFE PAC	N	PA			C00358796	
10TH CONGRESSIONAL DISTRICT DEMC...	Y	CA			C00296806	
10TH CONGRESSIONAL DISTRICT DEMC...	Y	CA			C00296806	
10TH CONGRESSIONAL DISTRICT VICT...	X	IL			C00360305	
10TH DISTRICT REPUBLICAN CONGRES...	Y	VA			C00005462	
10TH DISTRICT REPUBLICAN CONGRES...	Y	VA			C00005462	

Prev Next Copy All Copy ID Cancel

OK Cancel

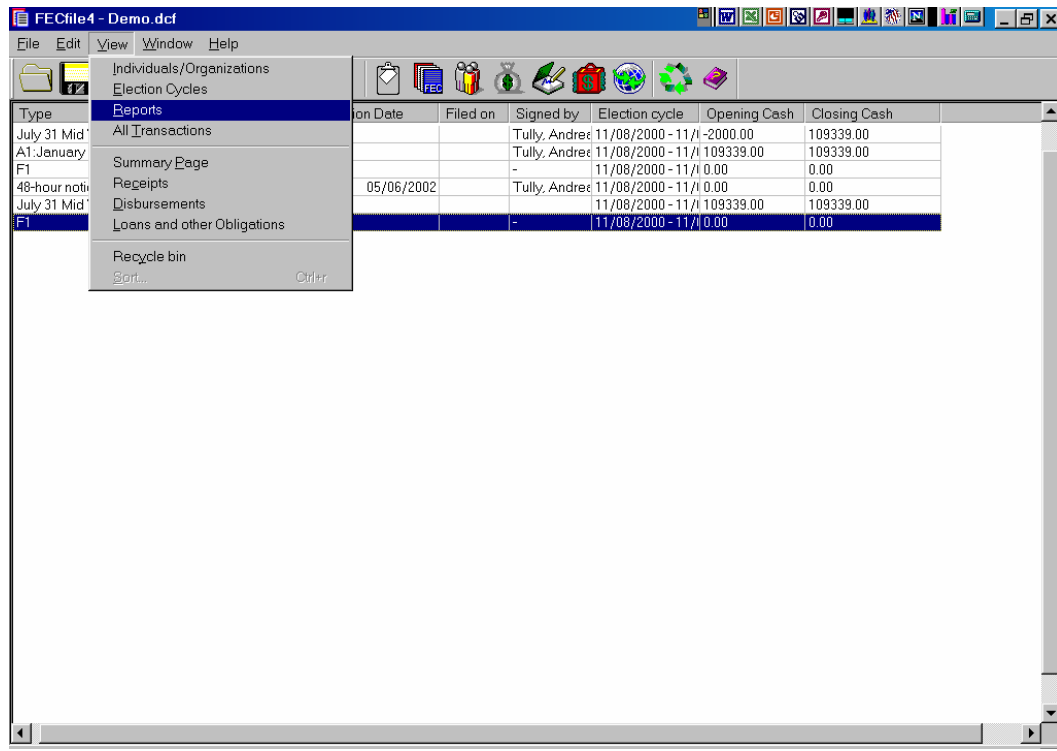
4. The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.

5. The Individual/Organization Information dialog box appears, select OK.

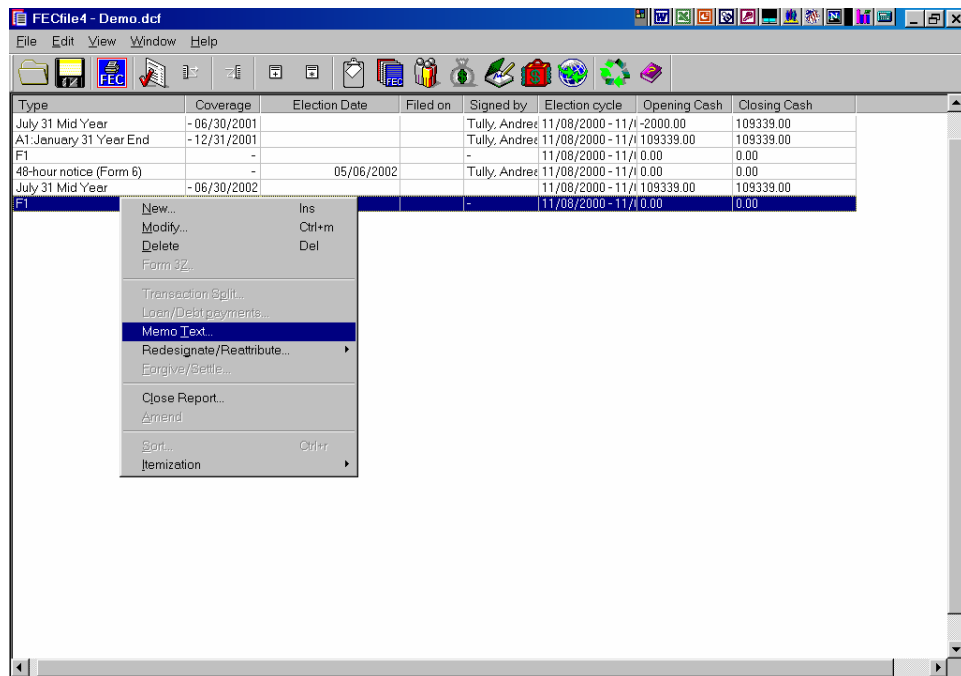
The screenshot shows the FECFile4 software interface. The main window is titled 'FECFile4 - [Summary Page - Form 3X]'. It has a menu bar with 'File', 'Edit', 'View', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a table with columns: 'Line#', 'Description', 'ThisPJ', 'ThisPU', 'CTD.I', and 'CTD.U'. The table contains various line items, including 'Cash on hand (Jan. 1)', 'Individual Contributions', 'Contributions from political party committee', 'Contributions from other political committee', 'Transfers from affiliated/other party commi', 'All loans received', 'Loan repayments received', 'Offsets to operating expenditures (refunds)', 'Refunds of contributions made to other fed', 'Other Federal Receipts (Dividends, Interest)', 'Transfers from Non-Federal Account for Joint', 'Allocable expenditures', 'Federal share', 'Non-Federal share', 'Other federal operating expenditures', 'Transfers to affiliated/other party committee', 'Contributions to other federal candidates or', 'Independent expenditures', 'Coordinated expenditures', 'Loan repayments made', 'Loans made', 'Refunds of individual contributions', 'Refunds of contributions from political party', 'Refunds of contributions from other political', and 'Other disbursements'. A dialog box titled 'Contribution to Federal Candidate/Political Committee' is open over the table. The dialog box has the following fields: 'Name' (set to 'BACARDI U S A INC POLITICAL ACTION COMMITTEE'), 'Date' (empty), 'Amount' (set to 0.00), 'Description' (empty), 'Election' (set to 'Debt Retirement'), 'Year of Election' (empty), and 'Candidate/Campaign Committee' (set to 'FRIENDS OF DAVID BISHOP - 2033 DEER PARK AVE'). The dialog box also has 'Next entry...', 'OK', and 'Cancel' buttons. The status bar at the bottom of the window shows 'Ready' and 'MY:01/01/2002 - 06/30/2002'.

6. The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in "Debt Retirement", year and election. (The year must be entered in the description field to be seen in the print function.)
7. Click on OK.

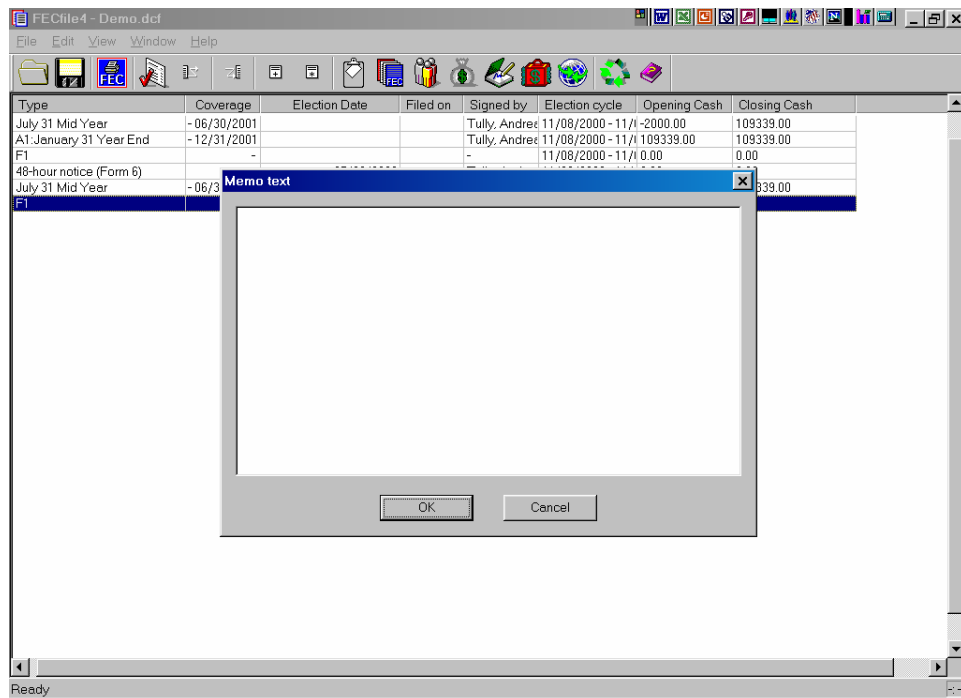
Memo Text
(information about a specific transaction within a report)



1. Select View, Summary Page on the menu bar from the FECFile main menu.

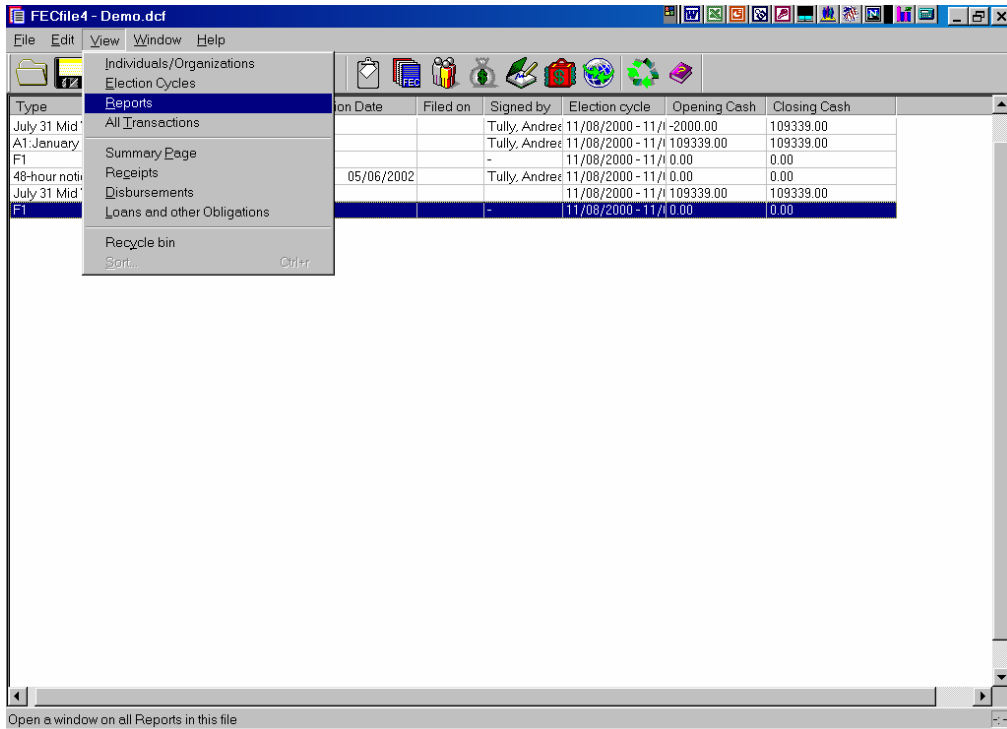


2. Right click on the transaction to which the memo text will be attached.
3. Select memo text and left click.

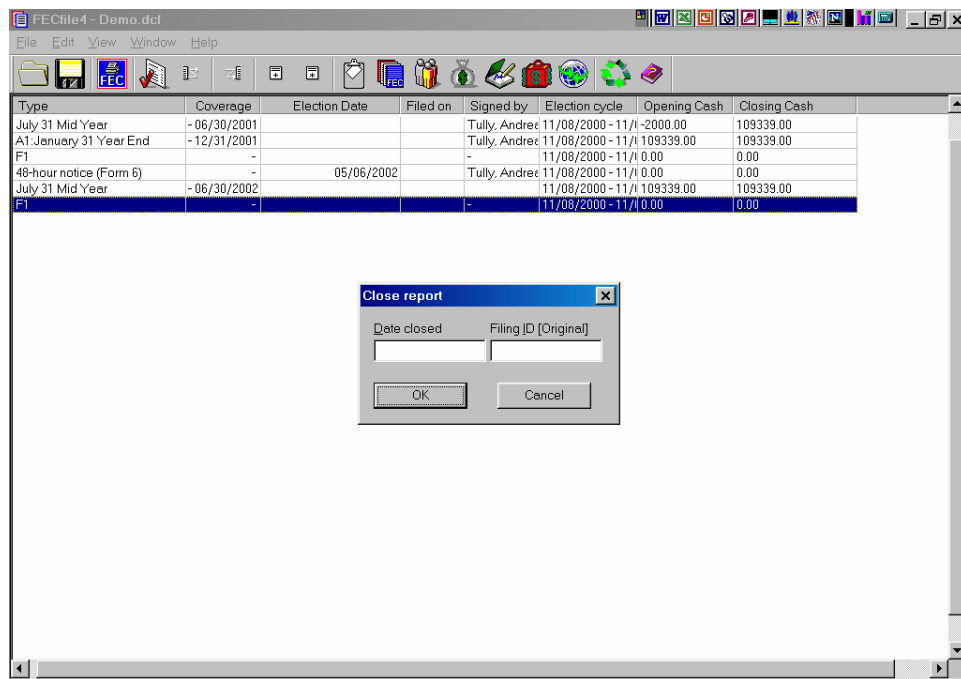


4. Enter in the memo text and select OK.

Closing a Report

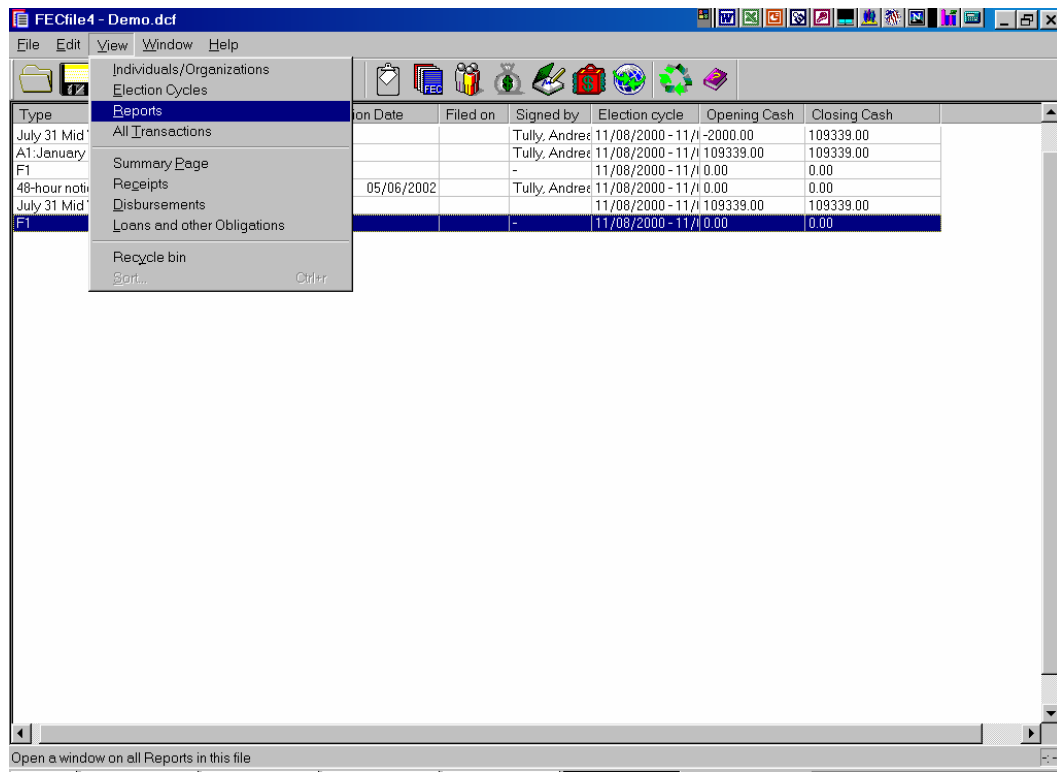


1. Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.
2. Click on the close report option.



3. The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.

Text Record
(a cover letter attached to a specific report at the end)



1. Click on View and Reports from the FECFile drop down menu.
2. Right click on the appropriate report.
3. Highlight the Memo text option, and left click.
4. Enter the memo in the Memo Text field and click on OK.